



## **Supervising Auditor- Audit Division New Jersey Office of the State Comptroller**

**Unclassified Supervising Auditor**

**Salary Range: S28 - \$82,643.36-\$123,424.67**

**Eligible for remote work 2 days per week**

**Opening Date 2/9/2024 & Closing Date 3/31/2024**

### **About the Office:**

The Office of the State Comptroller (OSC) is an independent State agency that oversees the Executive Branch of state government. Our mission is to make government in New Jersey more efficient, transparent, and accountable. Our office audits and investigates; municipalities, school districts, counties, state colleges and universities, independent state authorities, and state agencies. We also oversee government expenditures, review public contracts, and evaluate local and state programs. We detect and uncover fraud, waste, and abuse by sharing our findings through public reports.

### **About the Division:**

OSC's Audit Division audits the performance of public entities in New Jersey and publishes findings and recommendations. The Division audits local governments; including municipalities, school districts, counties, state colleges and universities, state agencies, and independent state authorities. The audits evaluate whether entities receiving public tax dollars are operating efficiently and in the best interest of all taxpayers. The auditors look for proper internal controls to make sure there are checks and balances in place to prevent waste, fraud, and abuse of taxpayer dollars.

### **About the Role:**

The Audit Unit seeks a motivated and committed professional for the role of Supervising Auditor. This individual will be responsible for performing audits and evaluations of agency programs to ensure taxpayer funds are spent efficiently. In addition, they will conduct intensive investigations and prepare detailed recommendations relating to best practices and programmatic compliance with statutes, regulations, and policies. **Travel required.**

### **Responsibilities:**

- Under the direction of Division management; assign work and supervise the audit team in the completion of all aspects of the audit engagement from planning through report issuance. Through collaboration with Division management; provide guidance and leadership to the audit team in the risk assessment, the development of audit plans and audit programs, the preparation of the work papers, as well as the report preparation.
- Oversee all aspects of the audit engagement and the performance of the audit team to ensure that the audit fieldwork is pursuant to Generally Accepted Government Auditing Standards (GAGAS) and OSC policy.
- Monitor the ongoing progress of the audit staff during field work; including the identification of control weaknesses and offer appropriate recommendations to address those weaknesses within established deadlines.
- Conduct timely reviews of the assigned audit team's work papers and prepare draft audit reports in compliance with GAGAS and OSC policy as evidenced by good Quality Control results, and strong performance with standards and other related metrics, including time budgets and project deadlines.
- Develop action plans for staff development to ensure effective and efficient audit methodology, work papers that meet GAGAS and OSC standards, and audit reports that identify areas for greater effectiveness, efficiencies, and economical operations.
- Ability to multitask with a demonstrated sense of urgency in completing work on time within budget constraints with a high level of quality.
- Prepare and participate in the development and delivery of formal training programs and provide on the job

professional development for audit staff.

### **Requirements:**

- Applicants must meet one of the following or a combination of both experience and education:
    - Eight (8) years of professional auditing and/or accounting experience, one (1) year of which shall have been in a supervisory capacity, and one (1) year of which shall have involved computer-processed accounting systems, including or supplemented by twenty-one (21) semester hour credits in professional accounting subjects.
- OR**
- Possession of a bachelor's degree from an accredited college or university, including or supplemented by twenty-one (21) semester hour credits in professional accounting subjects.
  - Four (4) years of the above-mentioned professional experience, (1) year of which shall have been in a supervisory capacity, and one (1) year of which shall have involved computer-processed accounting systems.
- OR**
- Possession of a valid Certificate as a Certified Public Accountant issued by the New Jersey State Board of Accountancy;
  - Four (4) years of the above-mentioned professional experience, (1) year of which shall have been in a supervisory capacity, and one (1) year of which shall have involved computer-processed accounting systems.
- OR**
- Possession of a Master's degree in accounting from an accredited college or university
  - Three (3) years of the above-mentioned professional experience, (1) year of which shall have been in a supervisory capacity, and one (1) year of which shall have involved computer-processed accounting systems.

### **The ideal candidate will have the following skills and experience:**

- Knowledge of and experience conducting performance audits in accordance with GAGAS preferred.
- Excellent written and verbal communication skills.
- Proficient with Windows XP, Microsoft Office (Word, Excel, Access, PowerPoint), Microsoft Outlook
- Experience with automated work paper software preferred, but not required.
- CPA, CIA, CFE or other similar certification preferred, but not required.
- Working knowledge of State government, municipal government or school district financial statements and operations, preferred but not required.
- Experience with financial audits involving government entities preferred, but not required.

### **Interested candidates should submit a cover letter, resume and three references to:**

Shama Nix  
Office of the State Comptroller  
P.O. Box 024 Trenton, NJ 08625  
Email: [careers@osc.nj.gov](mailto:careers@osc.nj.gov)

**NOTE: In accordance with N.J.S.A. 52:15C-5, OSC employees and personnel shall be deemed confidential employees and shall serve in the unclassified service of the Civil Service. Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.**

*The Office of the State Comptroller is proud to be an equal opportunity employer. We are committed to providing a work environment that supports, inspires, and respects all individuals and in which personnel processes are based on merit, performance, and business needs. We do not discriminate on the basis of race, religion, color, national or ethnic origin, gender, sexual orientation, gender identity, gender expression, familial status, citizenship, age, or status as an*

*individual with a disability. We believe that diversity and inclusion among our staff is critical to our success. We seek to recruit, develop and retain the most talented people from a diverse candidate pool and encourage applicants from all backgrounds and experiences to apply.*

**SAME Applicants:** If you are applying under the “NJ SAME” program, your supporting documents (Schedule A or B letter), must be submitted along with your resume. For more information on the SAME Program visit their website at <https://nj.gov/csc/same/overview/index.shtml> , email: [SAME@csc.nj.gov](mailto:SAME@csc.nj.gov), or call CSC at (833) 691-0404.